

MATERIALS LENDING POLICY

Membership and terms of loans are laid out in Boyle Public Library Bylaws.

The Library has available for loan a variety of informational and recreational materials; however, there are some limitations.

MATERIALS WHICH DO NOT CIRCULATE

Reference Materials, including encyclopedias, dictionaries, atlases and reference materials, which are labeled as such, do not circulate

PARENTAL RESPONSIBILITIES

Parents are responsible for monitoring the materials that their children borrow.

LOAN PERIODS

The following items may be borrowed for a period of 21 days (3 weeks):

Books, magazines, newspapers, pamphlets, audio tapes, CD's and CD-ROMs

All videos may be borrowed for a period of 7 days (1 week). Videos may be borrowed only by ADULT membership cardholders.

To avoid one week loan periods, E-Resource due dates must be specified on-line.

ITEM LIMIT

Ten items may be borrowed per single adult card or up to a total of 25 items by a family with a Family membership.

BOOK EXCHANGE

Materials in this section may be traded one for one (covers, pages must be intact). A library membership is not required to make use of this service.

INTERLIBRARY LOAN

Interlibrary loan materials are loaned for a period of 3 weeks or as lending library policy permits.

RENEWALS

Renewals may be made by phone, in person or on-line.

No renewal is allowed on a book when it is on "hold". If a patron wishes to borrow the book again, he/she must add his/her name to the waiting list.

Books and other materials may be renewed twice by a patron. Additional renewals will be at discretion of the Library staff.

TRANSIENTS

Boyle Public Library will issue a Limited Service Patron Code card at the regular yearly rate to transients.

This card will state the date of expiration and be limited to borrowing a maximum of five items.

There will also be a damage deposit of \$60.00 charged which will be fully refundable upon departure provided all items have been returned.

BLOCK LOAN

A block loan may be negotiated between the school librarian, or individual teachers, the hospital, or senior citizen lodge and the librarian of Boyle Public Library. The number of books loaned in each block is to be negotiated and decided upon in each case, as well as, the length of time allowed. The Librarian shall ensure that the overall library stock not be unduly depleted, and that new books in heavy demand not be included in block loan request.

SHUT-IN AND HANDICAPPED SERVICE

Library service to seniors, shut-ins and handicapped persons may be provided as volunteer “time and transportation” permit. Each request for this service will be considered and acted upon according to the individual need, by the librarians and volunteers.

E-RESOURCES

Boyle Public Library patrons have access to the following electronic resources through our on-line catalogue.www.tracpac.ab.ca:

Zinio, Hoopla, Overdrive and 3M Cloud Library.